

Office of the State Public Defender

Administrative Policies

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1.0 POLICY

- 1.1** The Office of the State Public Defender (OPD) will use information technology and caseload management systems to ensure that detailed expenditure and caseload data is accurately collected, recorded, and reported.

2.0 DEFINITIONS

- 2.1** "Case ID Number" is the Office of the State Public Defender case number.
- 2.2** "State Public Defender" is an attorney hired by OPD as a state employee to provide public defender services.
- 2.3** "Contract Attorney" is an attorney providing public defender services on behalf of OPD as an independent contractor.
- 2.4** "Case Management System" is an automated system that holds and reports on case information.

3.0 PROCEDURE

3.1 Collection & Recording

- 3.1.1** Upon receipt of a notice of appointment of OPD to represent a client in need of public defender services, the Regional Deputy Public Defender (RDPD) determines whether the case will be assigned to a contract attorney or to a state public defender.
- 3.1.2** All case information, for cases assigned to contract attorneys or to state public defenders, is entered into the case management system and a case ID number is attached as an identifier to that case.
- 3.1.3** Mandatory information entered into the JustWare case management system includes:
- 3.1.3.1** Specific court
 - 3.1.3.2** Specific county
 - 3.1.3.3** Violation type
 - 3.1.3.4** Court docket number
 - 3.1.3.5** Date of appointment
 - 3.1.3.6** Attorney assignment
 - 3.1.3.7** Basic client information
 - 3.1.3.8** Specific charges by statute
 - 3.1.3.9** Charging history
 - 3.1.3.10** Involved parties to the violation

- 3.1.3.11 All calendared events
- 3.1.3.12 Judgment & sentencing details
- 3.1.3.13 Any other information deemed useful by OPD

3.2 Case Count Detail Reporting

Case counts shall be reported by region, by court, and by case type.

3.3 Detailed Expenditure Data

Existing or future technology shall provide detailed expenditure information. OPD currently uses the Statewide Accounting, Budgeting and Human Resource System (SABHRS) to record all accounts payable, accounts receivable, general ledger and human resource transactions.

3.3.1 Accounts Payable

All cases are assigned a case ID number, and all direct payments associated with a particular case (i.e., contract attorney costs, other professional fees, photocopy charges, travel costs, etc.) are processed through SABHRS using the case ID number.

3.3.2 Payroll Expenditures

Each state public defender is responsible for daily time keeping. All time is to be maintained in JustWare Timekeeping. The state public defender identifies time worked by case ID number. This information is necessary to produce detailed expenditure reporting.

4.0 CLOSING

Questions about this policy should be directed to the OPD at the following address:

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